

~Recreation & Senior Services Department~ Your 1st Choice for Connecting People, Play & Programs

Dear Potential Contract Instructor:

Thank you for your interest in being a Contract Instructor for the City of Newport Beach Recreation and Senior Services Department. Attached you will find a Contract Class Proposal form. Please complete this form and return it as soon as possible. Proposals need to be submitted six to eight months prior to the desired session (however: summer classes are reviewed in October). Once your proposal has been reviewed, you will be contacted regarding its status.

WHAT IS A CONTRACT INSTRUCTOR?

A Contract Instructor is an Independent Contractor for the City, not an employee. A Contract Instructor signs a contract with the City to provide classes as described in your proposal. Instructors do not rent our facilities, however a portion of the fees collected are retained by the City to cover facility usage, registration, administration and promotion of your class in the Newport Navigator.

IMPORTANT INFORMATION:

- The City pays the Contractor a percentage of the total enrollment fees collected, minus a \$3 per person administration fee and non-resident fees. For example, if your class fee is \$63, \$3 is deducted and then the Contractor receives a percentage of \$60. Instructors may charge a materials fee, which is not subject to the contractual split.
- Advertising is provided through the City's quarterly brochure, the Newport Navigator, which is distributed to all Newport Beach residents, over 45,000 households. Any additional advertising is the responsibility of the Contractor. Prior to distribution, Recreation Services must approve all promotional pieces.
- The City charges non-residents an additional \$5 for classes priced \$74 and under and \$10 for classes priced \$75 and over. This fee is not included in the instructor payment, but it is important that you be aware of it.
- Recreation Services staff receives and processes all class/activity registration. Class rosters are e-mailed, mailed or faxed to Contractor before the beginning of each class.
- Class content and quality is very important. The City reserves the right to observe classes at anytime.
- Refunds are granted to students if a request is made prior to the second class meeting or 5 days prior to a one-day class/workshop.
- The City requires a minimum \$1,000,000 liability insurance coverage for classes that include a certain level of risk to the City. The policy must name the <u>City of Newport Beach</u> as an additional insured with an endorsement letter attached. The City can expedite obtaining insurance through Driver-Alliant. Please call if you'd like a quote.
- All Instructors/substitutes/aides and assistants teaching classes to children under the age of 18 must be fingerprinted. Fingerprinting can be arranged through the City of Newport Beach Human Resources Department.
- There are specific state guidelines that must be observed if you are teaching children from infancy to age 4, or 5-17 years, 11 months. See Attached Addendum.

Thank you for your interest in offering classes to the residents in Newport Beach. Please call me at (949) 644-3166 or email me at <u>jvincent@city.newport-beach.ca.us</u> if you have any questions or if I can offer further assistance.

Sincerely,

Jessica Vincent Recreation Supervisor

Attachment: Contract Class Proposal



Recreation Services Contract Class Proposal

Instructor:	Company Name: _	Date:	
Address:	City/Zi	p Code:	
Home Phone: ()	Work Phone: ()	Cell/Pager: ()	
E-mail Address:			
Do you have Insurance:Yes	No Do you need Insurance:	YesNoNot Sure	
Suggested Class Title(s): A		В	
C		D	
Please write/type a 25-50 word desc	cription of you class:		
List three reasons why we should	d offer this program (how students	will benefit):	
1	2	3	
2. # of sessions per quarter:	Length of each session:	# of quarters:	
3. Preferred day(s) of the week:	Prefe	rred time(s):	
4. Min/Max AGE of students:	Min/Ma	Min/Max NUMBER of students:	
5. Cost per person:	If charging a materials	fee, please list:	
6. Do you have a facility in mind? _	YesNo If yes, which or	ne?	
What type of facility do you need? ((Check all that apply)Gym	Kitchen Dance Floor	
Carpeted Classroom Field	d You Have Your Own Fac	cility Other	
7. What promotional efforts will yo	ou devote to this program?		
8. Please list two (2) professional r	eferences:		
<u>Name</u>	Phone #	<u>Relationship</u>	
1			
2			
previous promotional materials and/	or any other supplemental materia	methods), class outline, sample lesson plan, I that may assist us in reviewing your proposal. um on which these people will be trained.	
Signature		Date	

Thank you for your interest in offering classes to our community. You will be contacted after review of your application. Please call (949)644-3166 if you have any questions. Return form to:

City of Newport Beach Attn: Recreation Services Contract Classes 3300 Newport Blvd., PO Box 1768 Newport Beach, CA 92658-8915 FAX: (949)644-3155

E-Mail: jvincent@city.newport-beach.ca.us